

# Harney Education Service District

Code: **GDE**  
Adopted: 6/11/03  
Readopted: 2/13/13  
Orig. Code(s): GDE

## **Duties and Functions of Noncontracted Staff**

Duties of noncontracted employees shall include all duties described in the employee's job description and such other duties as directed by such employee's immediate supervisor, head licensed personnel or administrator in charge.

### **Custodial**

In addition to the duties described in the job description or as may be directed by their immediate supervisor, personnel employed to perform maintenance services for the ESD shall exercise reasonable and prudent care in the performance of their duties, which will ensure optimum health and safety standards in all facilities operated by the ESD. Employees shall not remove, displace, damage, destroy or carry off any safety device or safeguard provided by the ESD. Any occurrence shall be reported immediately to the employee's supervisor, head teacher or administrator in charge.

### **Custodial Employees Employed by a Service Company**

Personnel providing custodial services under the terms of a contract, either written or verbal, shall not be considered employees of the ESD. Such employees will be expected to exercise reasonable care during the performance of their duties so as to cause a minimum of disruption to the normal conduct of ESD business.

### **Transportation**

Employees who are required to operate ESD vehicles shall operate such vehicles in accordance with all rules and regulations as may be adopted by the Board and as provided by state and federal laws.

1. Drivers of ESD-owned vehicles shall hold necessary licenses, certificates or other credentials as deemed necessary by the Board or as may be required by state or federal law. The revocation or suspension of such license or credential may be considered just cause for dismissal.
2. Drivers of ESD-owned vehicles shall observe the "basic rule" as interpreted in Oregon Administrative Rules (OAR), Chapter 581, Division 053-015 of the Oregon Department of Education.
3. Drivers of ESD-owned vehicles are responsible for any fines incurred as a result of speeding, illegal parking, reckless driving, et cetera.

## **Secretarial and Clerical**

In recognition of the secretarial and clerical employees to be well informed on matters relating to ESD organization, services, administrative procedures and other aspects of ESD operation, it shall be the responsibility of each employee to be familiar with the total services provided by the ESD. Such employees should attempt to be as familiar as possible with the operation of other departments and sections within the ESD in the event that their services to the ESD are required in a department or section other than the one to which they are normally assigned.

## **Educational Assistants**

The Board recognizes the benefits to licensed personnel and students provided by educational assistants. The Board shall therefore endeavor to make the fullest utilization possible of ancillary instructional personnel.

1. Ancillary instructional personnel are those employees not required to hold any teaching license provided under ORS 342.125, who relate in role and function to a licensed employee, and who provide services to the ESD under the guidance of the licensed personnel after some relevant inservice and/or pre-service training related to the ESD educational assistant job description. Such employees must be high school graduates, 18 years of age or older. Educational assistants who provide instructional support in programs funded by Title I must have:
  - a. Completed at least two years of study at an institution of higher education; or
  - b. Obtained an associate's or higher degree; or
  - c. Met a rigorous standard of quality, and can demonstrate, through a formal state or local academic assessment, knowledge of, and the ability to assist in instructing, as appropriate, reading/language arts, writing and mathematics or reading readiness, writing readiness and mathematics readiness.
2. Nonlicensed personnel employed by the ESD as educational assistants shall be assigned duties which are limited to assisting licensed personnel.
3. The function of the educational assistant shall be to give assistance in instructional programs under the leadership and guidance of licensed staff. Educational assistants shall not be used to supplant, but rather to support the licensed personnel.
4. Except as otherwise directed by the licensed personnel or program coordinator, educational assistants employed by the ESD shall not assume the following functions:
  - a. Establishing educational objectives not specifically approved by the licensed personnel or program coordinator;
  - b. Making decisions regarding educational objectives without the approval of the licensed personnel or program coordinator;
  - c. Making decisions concerning materials selected for achieving educational objectives without the approval of the licensed personnel or program coordinator;

- d. Making judgments relative to the outcome of educational objectives unless such judgment is based on a performance-measuring instrument developed by the licensed personnel or program coordinator.
5. Educational assistants shall not be assigned to work under the direct guidance of licensed personnel until they have participated or are currently participating in a growth or in-service training program prescribed by the licensed personnel or program coordinator, except when such employees are hired following the beginning of the school year.
6. Nothing in these rules should be interpreted as limiting educational assistants to the performance of instructional functions.

END OF POLICY

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**Legal Reference(s):**

[ORS 334.125\(7\)](#)